

Office of the Secretary of State
Div. of Archives and Records Mgt
Isabella Bush Records Center
7590 New Market St, PO Box 40239
Olympia WA 98504-0239

Password/User ID Request

You need a Password/User ID to store records at, or to retrieve records from, the State Records Center. Use this form to establish a password, update your current password information (i.e. change a phone number), or cancel your password. Complete the form, send it to your Agency Record's Officer for approval, and forward approved form to the Records Center for data entry. The password is used to prevent unauthorized access to records, to produce mailing labels, and to track reference activity.

☐ Change ☐ Delete ☐ New

Please Print or Type

CURRENT PASSWORD/ID	NEW PASSWORD/ID	NEW PASSWORD/ID (second choice)
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NOTE: The Password/User ID can be any combination of alpha numeric characters up to 10.

NAME	AGENCY OFM #	OFFICE NUMBER (Item 2 on Retention Schedule)
AGENCY NAME	DIVISION	
SECTION	OFFICE/UNIT	
MAILING ADDRESS AND/OR MAILSTOP		
PHONE NUMBER	FAX NUMBER	EMAIL
AGENCY'S RECORDS OFFICER'S APPROVAL SIGNATURE		

FAX to Records Center at (360) 586-9137 or send to Mailstop 40239.